

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

12 December 1967

To: All Training Officers of the Agency

## AGENCY-SPONSORED ACADEMIC TRAINING AT LOCAL SCHOOLS - 1968 SPRING SEMESTER

Registration for the Spring Semester at most of the local academic institutions will take place between 21 January and 9 February 1968. Employees to be recommended for Agency sponsorship in courses in local schools should be urged to submit Form 136, "Request for Training at Non-Agency Facility," as soon as possible. OTR approval must be obtained before registration. Verbal approval from the Registrar may be obtained in an emergency situation only. The Registrar cannot approve any request retroactively. So that no delays or inconveniences occur in processing the applications, Training Officers should insure appropriate completion of Blocks 27, 30, and 31 (Block 30 must clearly relate the requested courses to the applicant's duties.) and should also make certain that all signatures required for approval are included.

Continued Agency sponsorship for academic courses is contingent upon better than average performance (grade "B" or better) of the last previously sponsored courses. Employees sponsored for courses in the 1967 Fall Semester must turn in their official grade reports immediately upon receipt from the school. If an employee receives a tuition advance for the Spring Semester before receiving the Fall grade report, he may be required to return the advance if the grade is not up to the required standards.

Following is the schedule for arranging sponsorship in part-time academic courses at local schools:

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

(Over, please)



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Thursday, 4 January 1968: Training requests must be in the Registrar's office (Room 835, 1000 N. Glebe) before 1700 hours, if a tuition advance is desired. Because of processing requirements, no exception to this deadline for advances can be made. Requests received after this date, and approved by OTR, will be handled on a reimbursement basis after submission of the school's tuition receipt. (Note: Advances are not issued for the Agency's Off-Campus Program; this is handled via separate billing.)

Friday, 12 January 1968: By the close of business this date, Training Officers will have been notified by OTR of employees eligible for tuition advances.

Thursday, 18 January 1968: Tuition advances will be disbursed in Room 1 D 1601 Headquarters between 1030 and 1300 hours. (In those cases where registration must be completed before 18 January, individual advances will be given.) If an employee is unable to appear personally for his advance, he may authorize, in writing, an agent to receive it for him. Such an authorization must carry the employee's signature and the agent's signature to be valid.

Monday, 19 February 1968: Employees must personally account for their advances. Members of the Registrar Staff/TR will be in Room 1 D 1601 from 1030 to 1230 hours to receive receipts; at that time the employee will sign the accounting voucher. Training Officers are asked to inform employees that receipts sent through the mail will not be accepted.